



**Administrative Office of the Courts
Office of Communications and Outreach
Special Projects Intern
Hours: 20-30 hours/week
Compensation: \$10/hr
Period: April – June 30, 2013**

Summary: The Administrative Office of the Courts (AOC) is seeking a junior or senior college level student to work directly with the Office of Communications and Outreach to assist in a variety of projects.

The AOC, as staff of the Judicial Council of Georgia, provides subject-matter expertise on policy, court innovation, legislation, and court administration to all classes of courts. The Office of Communications and Outreach develops and implements a public relations plan for the AOC. Staff can answer questions from judges, court personnel, media, criminal justice agencies, and the general public about courts across Georgia. This office also oversees the production of print and digital publications.

Intern Duties:

- Support staff in assigned project-based work
- Assist with researching, writing, and editing for a variety of publications
- Create and maintain historical documents for agency use
- Maintain and organize files, file correspondence, and other records on each project assigned

Qualifications:

- A junior or senior-level undergraduate student pursuing a degree in communications, media or public relations, or government;
- Excellent written and interpersonal communications;
- Proficiency in Microsoft Office;
- Strong work ethic, ability to work in teams, and reliability are a must;
- Attention to detail and ability to handle multiple tasks

DEADLINE EXTENDED - To Apply, Please Send Cover Letter & Resume to:
Resume@gaaoc.us by **Monday, April 15, 2013.**